

Motions For Relief From Stay

NOTES: Relief from stay motions can not be combined with any other relief.

Local Bankruptcy Forms are required to be filed with these motions and should be included as the first page of the document. LBF #721 for chapters 7 and 13 and LBF #1124 for chapter 11 and 12. LBF #720.80 is required in chapters 7 and 13.

STEP 1. Click on Bankruptcy on the ECF Main Menu Bar.

STEP 2. Click on **Motions/Applications**.

STEP 3. The **Case Number** screen displays.

- ☐ Insert the case number using the YY-NNNNN format.
- ☐ Click **Next**.

STEP 4. Confirm the debtor(s) name and case number are correct.

- ☐ Select the appropriate motion from the event list.

Relief from Co-Debtor Stay: Chapters 12 and 13 only [see separate procedure]

Relief from Stay: All chapters.

Relief from Stay (Amended): Amending a previously filed motion and no fee required.

Relief from Stay Refiled with No Fee: Only for use when a previously filed motion was stricken or Court has asked you to refile.

NOTE: If filing **BOTH** a motion for relief from debtor stay **AND** co-debtor stay, you will need to use only one document and select both the **Relief from Co-Debtor Stay** and **Relief from Stay** events [and see separate procedure]. If filing **ONLY** a motion for co-debtor stay, this procedure will work for you.



Click **Next**.

STEP 5. The **Party Selection** screen displays.

- ☐ Select the party filer. IF ADDING A PARTY, refer to the Style Guide.
- ☐ Click **Next**.

STEP 6. If a new party was added, an attorney/party association screen will display.

- ☐ [✓] The box for the attorney/party association.
- ☐ Click **Next**.

If **Relief from Co-Debtor Stay** or **Relief from Stay (Amended)** selected, skip to **Step 11**.

STEP 7. 1-2 reminder screens will display.

- ☐ Confirm use of current LBFs.
- ☐ Click **Next**.

If **Chapter 7** or **Chapter 13 Motion for Relief**, skip to **Step 9**.

If **Relief from Stay Refiled with No Fee**, skip to **Step 12**.

STEP 8. A Hearing date and time screen displays.

- ☐ Enter the date, time and location obtained from the Court.
- ☐ Click **Next**.

If **Chapter 11** or **Chapter 12 Motion for Relief**, skip to **Step 10**.

STEP 9. A case verification screen displays.

- ☐ Confirm the debtor(s) name and case number are correct.
- ☐ Click **Next**.

STEP 10. A filer question screen displays.

- ☐ Answer question by selecting **Yes** or **No**. (defaults to **No**)
- ☐ Click **Next**.

STEP 11. If appropriate, a fee box displays showing the fee for the motion.

- ☐ Answer the question: **Does this filing include an affidavit, declaration or certification? NOTE: Memoranda need to be filed separately.** (defaults to **No**)
- ☐ Click **Next**.
- STEP 12.** Select the related motion if using **Relief from Stay (Amended)** or **Relief from Stay Refiled with No Fee**.
 - ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 13.** The **Docket Text: Modify as Appropriate** screen displays.
 - ☐ Use the drop-down list to select any extra information that may be required to complete the docket text and/or use the free text box (up to 30 characters) to add important information or leave both blank.
 - ☐ Click **Next**.
- STEP 14.** The **Docket Text: Final Text** screen displays.
 - ☐ Confirm the docket text is correct.
 - ☐ Click **Next**.
- STEP 15.** The **Electronic Payment** window displays if filing a **Relief from Stay**.
 - ☐ Click **Pay Now** to pay all fees due to the court or
 - ☐ Click **Continue Filing** to file another case or document.
- STEP 16.** The **Notice of Electronic Filing** screen displays.